

## **St. Charles City-County Library District Board of Trustees - Quarterly Work Session Minutes July 8, 2014**

The St. Charles City-County Library District Board of Trustees held a Quarterly Work Session on Tuesday, July 8th, at the General Administration Offices located at 77 Boone Hills Drive in St. Peters, Missouri.

Board Members present:

- Mr. Justin Collier
- Dr. Jerry Cook
- Ms. Myra Crook
- Ms. Lisa DeClue
- Ms. Mary Reese
- Mr. John Thoelke
- Ms. Gail Zumwalt

Board Members absent:

- Ms. Joann Leykam
- Ms. Georganne MacNab

Library Staff present:

- Jim Brown, Director
- Margaret Conroy, Assistant Director

The meeting was called to order at 6:00 pm. Gail Zumwalt arrived at 6:47 pm.

At the request of the Board of Trustees, a Quarterly Work Session will be held in July, October, January and April to apprise the Board members on current activities within the Library District. The agenda for the July 8<sup>th</sup> Work Session included updates on FY14 Public Service Workloads, the OrangeBoy timeline and strategic planning process and fiscal implications of Governor Nixon's Vetoes and Withholds.

### **Policy E032 Class Specifications**

Policy E032 Class Specifications lists all of the different jobs in the district and ties them to our salary track. When you click on a job classification on our website, it links you to a job description, which makes it appear that the job description is part of the policy. We have found that we are frequently changing job descriptions when hiring replacement staff or working through personnel issues.

We would like to approach the Board with a change proposal for Policy E032 keeping all of the jobs listed, but changing the title of the policy to Job Classification. An explanatory paragraph stating that the policy is a listing of all jobs in the district would be included in the policy. The board will continue to approve changes in FTE or substantial changes in the nature of the job description (Policy E008 Adjustment to Approved Positions). Otherwise the Human Resources department would update job descriptions as needed. We would notify the Board when changes are made to a job description. The board was agreeable to this proposed change and a draft of the new policy will be presented to the Board at the August 2014 meeting.

### **FY14 Public Service Workload Update**

Jim Brown reviewed the FY14 Public Service Workload report with the Board. The report includes data from circulation, reserves, customer count and reference transactions. The information is used in the personnel budgeting process and annual reporting. A PDF of the document was distributed to the Board members.

### **OrangeBoy Timeline and Strategic Planning Process**

A timeline for the product development and strategic planning processes with OrangeBoy was distributed to the Board members. The district will be working with OrangeBoy to develop a new strategic plan, incorporating the results of the Product and Services Analysis. Our schedule is aggressive and many milestones need to be met before the end of this calendar year.

- July – Meet with OrangeBoy to determine product and service models
- July – Wrap up current strategic plan; finalize unfinished projects or incorporate into new strategic plan
- August – Develop stakeholder surveys
- September – Strategic Planning Board retreat (Saturday, September 27<sup>th</sup>)
- October – develop branch business plans with Branch Managers
- December - Review and deliver the new strategic plan to be implemented in FY16

### **Fiscal Implications of Governor Nixon’s Vetoes and Withholds**

A document outlining Governor Nixon’s vetoes and expenditure restrictions for FY 2015 was distributed to the Board members. For the Library community, areas of impact are Arts and Entertainment taxes, Remote Electronic Access for Libraries (REAL) appropriations and state aid to public libraries.

The meeting adjourned at 7:02 p.m.

Respectfully submitted  
Robin L. Lunatto, Recording Secretary

Approved:

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Secretary Board of Trustees

Date